

WHAT TO KNOW

WHEN APPLYING FOR MY FY 2016 HUD ENTITLEMENT GRANT PROGRAM(S)

Note: To view applicant resources is available on the Norfolk's website through Neighborhood Development, HUD Entitlement Grants Program, including tutorials and presentations visit <http://www.norfolk.gov/index.aspx?NID=449>.

This document is presented during the 30-day application period that provides a comprehensive overview of the electronic application submission process, prepares to apply checking to your application's status in Egnyte.

Overview Items:

- 1. 3 HUD entitlement programs: CDBG, HOME and ESG programs.**
- 2. Application Guidelines**
- 3. FY 2016 HUD Entitlement Applications Timeline**
- 4. Steps for Successful e-Application Submission**
- 5. Registering with the Department of Neighborhood Development**
- 6. Step-by-Step Electronic FY 2016 Grant Application Process**
- 7. How To Manual**
- 8. Acquiring a DUNS Number**
- 9. Finding, Completing, and Submitting your Electronic Application**
- 10. Using Egnyte System to Complete the Submission of Your Application**

1. Applying for any 3 HUD Entitlement Programs for the following programs:

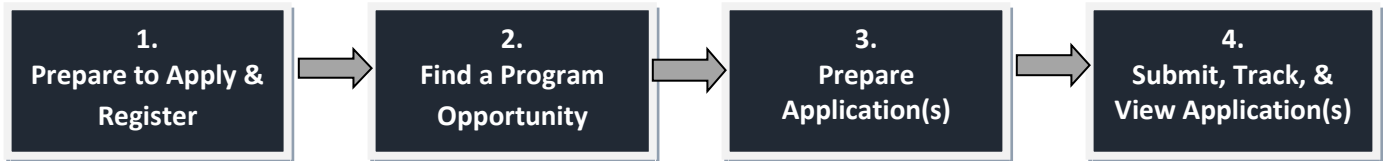
Please refer to the FY 2016 Entitlement Application Training program details and the Norfolk department of Neighborhood Development, HUD Entitlement Programs website at <http://www.norfolk.gov/index.aspx?NID=449>.

2. Application(s) Guidelines:

- Applications for funding will be accepted electronically through January 21, 2015 at 12:00 p.m.
- Contact the Department of Neighborhood Development to gain access to Norfolk's Egnyte System to upload your application(s) and supporting documents.
- Complete one electronic application per program requesting.
- Submit the required supporting documentation as attachments with the application.
- Complete a program timeline in the application for each program application submitted.
- Save the documents with the original signatures for your files.
- Make sure you are completing the application and its questions.
- Do not complete your application using previous years' format.
- Agencies are not required to drop off their applications. Applications are to be submitted electronically by following #5.
- Most important – Read the application instructions. Contact Department of Neighborhood Development if you have any questions about your application.

3. FY 2015 HUD Entitlement Applications Timeline

4. Steps for successful e-application submission:



5. Registering with the Department of Neighborhood Development

Prepare to apply and register to submit your e-application(s).

- **In order to submit your applications electronically, all** returning applicants are required to upload your application and supporting documents using your current username and password or call the Department of Neighborhood Development. Your contact person is Kathleen Broughton at 757-664-4749 or email at kathleen.broughton@norfolk.gov.
- **Information requested at time of registration will include:**
 1. Email address (without an email address, access to upload your e-application will not be successful)
 2. Name of Applicant
 3. Name of Organization
 4. Address of Organization
 5. Phone Number
- **City staff will provide you with the following information by phone and/or email confirmation:**
 1. Username for accessing Egnyte
 2. Temporary Password to Egnyte
 3. Website location

Applicants will receive a confirmation by email from the Department of Neighborhood Development that you have been given a username and temporary password to access our website in order to upload your application and supporting documents.

6. Step-by-Step instruction for submitting your application and supporting documents online

(<https://norfolkgrants.egnyte.com>)

Upon accessing the web address, the following steps will be taken in order to access your folder for your agency in Egnyte database.



NORFOLK



I am using Egnyte to share files with you.

Please login with the information below:

Website: <https://norfolkgrants.egnyte.com>

Username: tabrink

Temporary Password: 6XpOsY7XcS99

1. Click on the link in the email to open our website. Enter the username and password that were given to you.



2. When you log in for the very first time the system will ask you to enter your first and last name as well as change your password and confirm your password.

Please Confirm Your Personal Information

First Name

Last Name

New Password

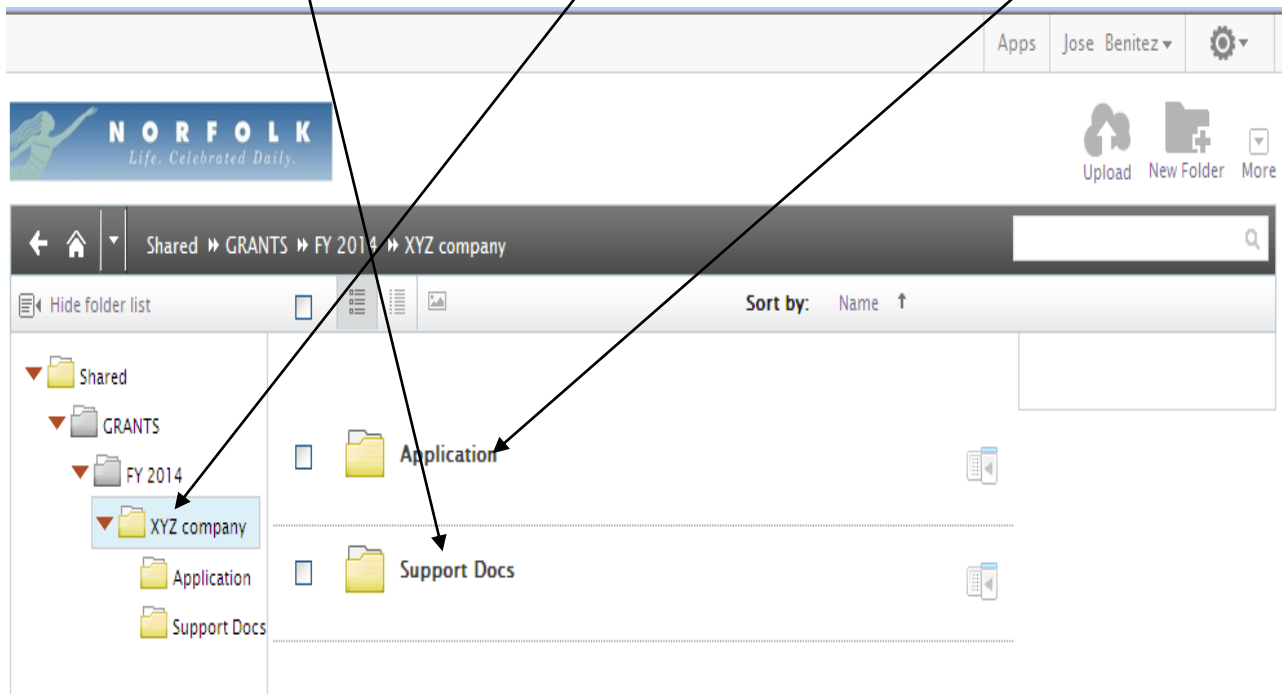
Confirm New Password

Very Weak

Save



3. Then you will be granted access to your folder where you will upload your application and supporting documents.



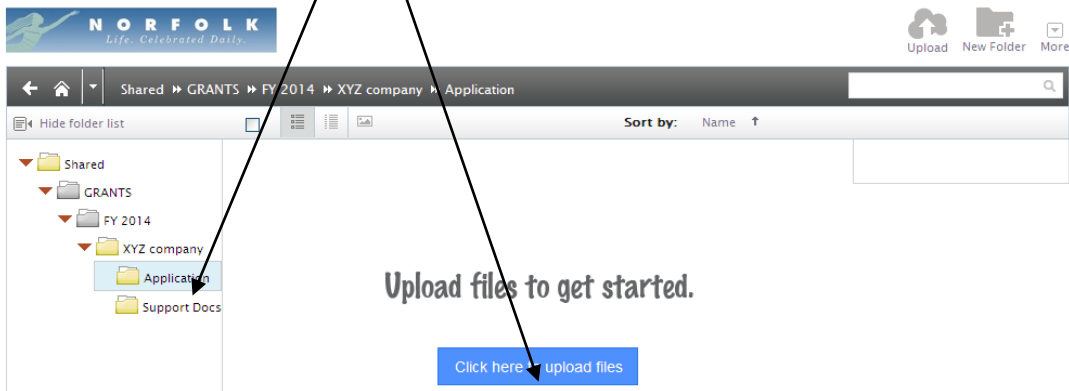
4. You will have access **only** to your (agency) folder and two subfolders (Application and Support Docs) as shown above. You can add and delete as many files as you want within your agency folder through the application due date upon which your agency will not have access.



7. How-to-Manual

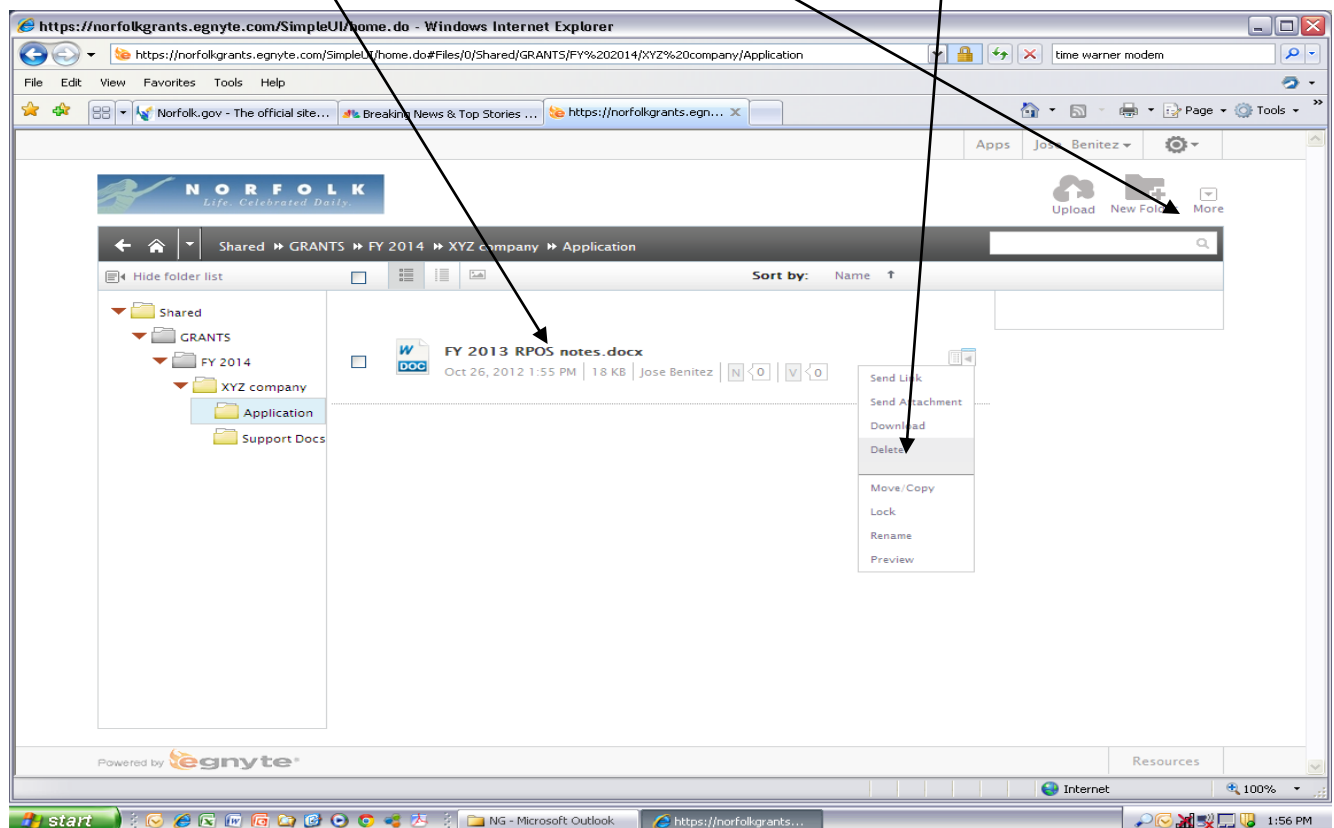
- **How to upload files in a folder**

1. "Click" on your folder
2. "Click" the Upload button and select the document you want to upload to the website.



- **How to Delete a file from your folder**

1. Find the file you want to delete. From the Action Menu click on Delete



8. How to acquire a D-U-N-S Number?

Please refer to the document ***What I Need to do to Get a DUNS Number For My Company?*** This document will provide you with step-by-step instructions how to acquire a DUNS Number and why the DUNS Number is required by federal regulations.

- DUNS Number
 - Dun & Bradstreet (D&B) provides a D-U-N-S Number which is a unique nine digit identification number for each physical location of your business.
 - D-U-N-S Number assignment is FREE for all businesses required to register with the U.S. Federal Government for contracts and grants that includes 3 of the programs you are applying for with the City of Norfolk.
 - To acquire a DUNS Number, please visit the website provided below:
 - <http://fedgov.dnb.com/webform/displayHomePage.do>
 - Any application submitted without a DUNS Number will not be reviewed.

9. Finding, Completing, and Submitting your Electronic Application

- **Finding Opportunity and Download Application Package (MS Word format)**
 - Includes steps and screenshots to follow to find the program opportunity in the Department of Neighborhood Development FY 2016 Application Instructions, Norfolk Website for grant program opportunities and download the appropriate application forms.
 - Do I have the right electronic forms for my program?
 - Use <http://www.norfolk.gov/index.aspx?NID=3121> to locate if you have chosen the correct program and application forms for the type of program you are requesting.
 1. Community Development Block Grant (CDBG) Program
 2. HOME Investment Partnerships (HOME) Program
 3. Emergency Solutions Grant (ESG) Program
- **Prepare Application(s)**
 - Follow the specific guidelines/ requirements found in the Fiscal Year 2016 Application Instructions. Remember that instructions act as a guide.
 - Avoid prior years' submission requirements. Errors stop an application from moving forward in the e-Submission process but most can be easily avoided.
 - Answer application questions completely and fully answer.
 - Check and double check to make sure the numbers are correct in all the places on the application.
 - Complete a program budget accurately and align with the program you are applying for.
 - Follow the list of required documents/ supplements to the application very closely.
 - Review the Twenty Checks to Help Avoid Common Errors document in pdf format.
 - Signing Officials:
 - Make sure the authorized official has signed the application.

10. Using Egnyte System to complete the submission of your application

- Each applicant will gain access to two folders:
 1. Application;
 2. Supporting Documents
 - Check your submission status and view your assembled Application and supporting documents in Egnyte.

Note: If you are experiencing accessibility issues with the viewing any of the PowerPoint presentations and tutorial information and/or have questions with submitting your application successfully, please contact the Department of Neighborhood Development at 757-664-4749.

Two Important Points to Remember:

- Submitting early remains the best way to ensure successful submission.
- Resources to help avoid common errors should never be used in place of the application guide or funding opportunity announcement.